

## **LAW LIBRARIAN**

### **DEFINITION**

Under direction, performs a full range of professional library duties required to direct the personnel and programs of a law library; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level class of the professional law librarian series. In addition to the full range of law librarian duties, incumbents, depending upon the size and organization of the library, may also function with full supervisory authority over a library staff. Incumbents are responsible for directing library programs and personnel within organizational and policy confines and ensuring the accomplishment of the library's goals and objectives. This class is distinguished from the Judicial Center Librarian class in that the latter performs professional law library duties for the consolidated Supreme Court and First District Court of Appeal library, with greater complexity in budget, administrative and supervisory responsibilities of library programs.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Plans, organizes, and performs the full range of work involved in operating and maintaining a modern law library; where appropriate, assigns, supervises, reviews and evaluates the work of a law library staff;.
- Instructs, trains, and assists justices, attorneys, externs, and other staff members in legal bibliography, manual, and computerized legal research.
- Develops, implements, administers, and monitors all operational procedures and programs associated with the law library.
- Develops and implements policies and procedures for collection development.
- Prepares, administers, and monitors the law library budget; reviews and approves for payment all items charged to the library budget; negotiates contracts with publishers and vendors.
- Drafts and coordinates formulation of library policies, programs, and scope of services.
- Responds to library correspondence.
- Prepares newsletter or other materials for distribution to justices and attorneys.
- Represents the library and court in professional committees and organizations.
- Plans the layout of library space, and recommends the purchase of furniture, equipment, and supplies.

## **WORKING CONDITIONS**

- May be required to attend meetings outside normal working hours.
- May be required to work evening and weekend hours occasionally.
- May be required to travel statewide as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles and practices of budget development and administration.
- Operation and management of a law library.
- Principles, practices, procedures, and trends of professional law library work.
- The operation of personal computers and use of specified computer applications needed for legal reference and research, word processing, and spreadsheets.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques for preparing and giving oral presentations.
- Principles and techniques for preparing a variety of effective written materials.

### **Ability to:**

- Plan, organize, and direct the work involved in operating and maintaining a law library; supervise and review the work of a library staff.
- Develop and administer a library budget.
- Participate in developing and implementing goals, objectives, policies, procedures, and work standards associated with operating a law library.
- Instruct, train, and assist justices, attorneys, externs, and other staff members in library usage.
- Perform difficult legal reference and research.
- Knowledgeably and effectively represent the library on a variety of issues.
- Transport books and boxes of books weighing up to approximately 40 pounds.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods.
- Establish and maintain effective working relationships.
- Communicate effectively in English, orally and in writing.
- Operate personal computers and use specified computer applications for legal reference and research, word processing, and spreadsheets.

**Licenses and Certificates:** None.

**Education and Experience:**

Equivalent to possession of a master's degree in library science from an American Library Association (ALA)-accredited institution, and three years of experience in a law library.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

Equivalent to possession of a law degree and three years of law library experience.

OR

One year as an Assistant Law Librarian II with the Judicial Branch.